



DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN HUMAN RESOURCES
614 SICARD STREET SE SUITE 100
WASHINGTON NAVY YARD, D.C. 20374-5072

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MEMORANDUM FOR DISTRIBUTION

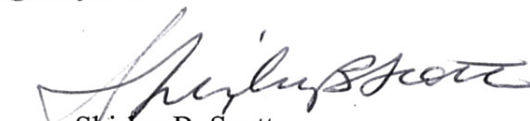
SUBJECT: Department of the Navy (DON) Civilian Hiring Reform Policy Memo #2

Ref: (a) Presidential Memorandum dtd 11 May 2010
(b) Under Secretary of Defense Memorandum: Department of Defense (DoD) Hiring Reform: A Call to Action dtd 22 Oct 2010
(c) OUSD Memorandum Subject: Category Rating and Selection Procedures dtd 19 Jul 2004
(d) Department of Navy (DON) Hiring Reform Policy memorandum 12300 Ser 492-10 dtd 17 Sep 2010

1. References (a) through (d) provide information on the Presidential Hiring Reform Initiative, the DoD Hiring Reform call to action, and Hiring Reform implementation across the DON. Hiring Reform memoranda will be issued notifying the DON community of new decisions, process improvements and tools updates. These memoranda will be numbered for ease in identification. The following updates are provided:

- *Allow applicants to submit resumes and cover letters.* Selecting officials will receive applicant cover letters submitted unless the Office of Personnel Management or the Deputy Under Secretary of Defense for Civilian Personnel Policy determines an alternative policy.
- *Provide for selection among a large number of qualified applicants by using the "category rating," rather than the "rule of 3".* When there are a sufficient number of preference eligibles in the top category to provide a large number of qualified applicants, only preference eligibles need be referred to the manager for consideration.
- *Increase manager involvement and accountability.* Reference (b) recommends that managers reduce the time it takes to interview and select candidates "to ensure the best candidates don't get away". To that end, selection certificates must be returned within 15 days of issue. Management may request a one-time 30 day extension.

2. If you have any questions regarding the above, please contact Mrs. Cathy Watkins on (202) 685-6476 or email: Cathleen.Watkins@navy.mil.


Shirley B. Scott
Director, HR Policy and Programs

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